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REGULATIONS

FOR THE

GOVERNMENT OF NATIONAL CEMETERIES

WAR DEPARTMENT

OFFICE OF THE

QUARTERMASTER GENERAL

1911

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WAR DEPARTMENT

OFFICE OF THE QUARTERMASTER GENERAL

REGULATIONS

FOR THE GOVERNMENT OF

NATIONAL CEMETERIES

PREPARED UNDER DIRECTION OF THE
QUARTERMASTER GENERAL OF THE ARMY

APPROVED AND PUBLISHED BY AUTHORITY OF THE
SECRETARY OF WAR

WASHINGTON
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LIST OF NATIONAL CEMETERIES, SHOWING CLASS OF EACH AND OFFICE HAVING SUPERVISION OVER SAME.

Cemetery.	Class.	Office having supervision.
Alexandria, La	Third...	Quartermaster, New Orleans, La.
Alexandria, Va	Second..	Depot quartermaster, Washington, D.C.
Andersonville, Ga	First....	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Andrew Johnson (Greeneville), Tenn.	Fourth..	Depot quartermaster, Jeffersonville, Ind.
Annapolis, Md	Third...	Depot quartermaster, Washington, D.C.
Antietam (Sharpsburg), Md.	First....	Do.
Arlington, Va	...do.....	Do.
Balls Bluff (Leesburg), Va....	Fourth..	Do.
Barrancas, Fla	Third...	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Baton Rouge, La	Second..	Quartermaster, New Orleans, La.
Battleground (Washington), D. C.	Fourth..	Depot quartermaster, Washington, D. C.
Beaufort, S. C	First....	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Beverly, N. J	Fourth..	Depot quartermaster, Philadelphia, Pa.
Brownsville, Tex	Second..	Chief quartermaster, Department of Texas, San Antonio, Tex.
Camp Butler, Ill	Third...	Depot quartermaster, St. Louis, Mo.
Camp Nelson, Ky	Second..	Depot quartermaster, Jeffersonville, Ind.
Cave Hill (Louisville), Ky....	Fourth..	Do.
Chalmette, La	First....	Quartermaster, New Orleans, La.
Chattanooga, Tenn	...do.....	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
City Point, Va	Second..	Depot quartermaster, Washington, D. C.
Cold Harbor, Va	Third...	Do.
Corinth, Miss	First....	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Crown Hill (Indianapolis), Ind.	Fourth..	Depot quartermaster, Jeffersonville, Ind.
Culpeper, Va	Second..	Depot quartermaster, Washington, D. C.
Custer Battlefield (Crow Agency), Mont.	Fourth..	Do.
Cypress Hills (Brooklyn), N. Y.	First....	Depot quartermaster, New York City.
Danville, Ky	Fourth..	Depot quartermaster, Jeffersonville, Ind.
Danville, Va	Third...	Depot quartermaster, Washington, D. C.
Fayetteville, Ark	...do.....	Depot quartermaster, St. Louis, Mo.
Finns Point (Salem), N. J....	Fourth..	Depot quartermaster, Philadelphia, Pa.
Florence, S. C	Second..	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Fort Donelson (Dover), Tenn.	Third...	Depot quartermaster, Jeffersonville, Ind.
Fort Gibson, Okla	...do.....	Depot quartermaster, St. Louis, Mo.
Fort Harrison (Varina Grove), Va.	Fourth..	Depot quartermaster, Washington, D. C.

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Cemetery.	Class.	Office having supervision.
Fort Leavenworth, Kans	Second..	Depot quartermaster, St. Louis, Mo.
Fort McPherson (Maxwell), Nebr.	Fourth..	Do.
Fort Scott, Kans	Second..	Do.
Fort Smith, Ark	...do.....	Do.
Fredericksburg, Va	First....	Depot quartermaster, Washington, D. C.
Gettysburg, Pa	...do.....	Do.
Glendale, Va	Fourth..	Do.
Grafton, W. Va	...do	Do.
Hampton, Va	First....	Do.
Jefferson Barracks, Mo	...do.....	Depot quartermaster, St. Louis, Mo.
Jefferson City, Mo	Third...	Do.
Keokuk, Iowa	...do.....	Do.
Knoxville, Tenn	Second..	Depot quartermaster, Jeffersonville, Ind.
Lebanon, Ky	Fourth..	Do.
Lexington, Ky	...do.....	Do.
Little Rock, Ark	First....	Depot quartermaster, St. Louis, Mo.
Loudon Park (Baltimore), Md.	Second..	Depot quartermaster, Washington, D. C.
Marietta, Ga	First....	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Memphis, Tenn	...do.....	Depot quartermaster, St. Louis, Mo.
Mexico City, Mexico	...do.....	Depot quartermaster, Washington, D. C.
Mill Springs (Nancy), Ky	Third...	Depot quartermaster, Jeffersonville, Ind.
Mobile, Ala	Second..	Quartermaster, New Orleans, La.
Mound City, Ill	First....	Depot quartermaster, St. Louis, Mo.
Nashville, Tenn	...do.....	Depot quartermaster, Jeffersonville, Ind.
Natchez, Miss	...do.....	Quartermaster, New Orleans, La.
New Albany, Ind	Third...	Depot quartermaster, Jeffersonville, Ind.
Newbern, N. C	Second..	Depot quartermaster, Washington, D. C.
Philadelphia, Pa	...do.....	Depot quartermaster, Philadelphia, Pa.
Poplar Grove (Petersburg), Va.	...do.....	Depot quartermaster, Washington, D. C.
Port Hudson, La	...do.....	Quartermaster, New Orleans, La.
Quincy, Ill	Fourth..	Depot quartermaster, St. Louis, Mo.
Raleigh, N. C	Second..	Depot quartermaster, Washington, D. C.
Richmond, Va	First....	Do.
Rock Island, Ill	Fourth..	Quartermaster, Rock Island Arsenal, Ill.
Salisbury, N. C	First....	Depot quartermaster, Washington, D. C.
San Antonio, Tex	Third...	Chief quartermaster, Department of Texas, San Antonio, Tex.
San Francisco, Cal	First....	Depot quartermaster, San Francisco, Cal.
Santa Fe, N. Mex	Fourth..	Depot quartermaster, Washington, D. C.
Seven Pines, Va	...do.....	Do.
Shiloh (Pittsburg Landing), Tenn.	First....	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Soldiers' Home (Washington), D. C.	...do	Depot quartermaster, Washington, D. C.
Springfield, Mo	Third...	Depot quartermaster, St. Louis, Mo.
St. Augustine, Fla	Fourth..	Chief quartermaster, Department of the Gulf, Atlanta, Ga.
Staunton, Va	...do.....	Depot quartermaster, Washington, D. C
Stone River (Murfreesboro), Tenn.	First....	Depot quartermaster, Jeffersonville, Ind.
Vicksburg, Miss	...do.....	Quartermaster, New Orleans, La.
Wilmington, N. C	Second..	Depot quartermaster, Washington, D. C.
Winchester, Va	...do.....	Do.
Woodlawn (Elmira), N. Y	Fourth..	Depot quartermaster, New York City.
Yorktown, Va	Third...	Depot quartermaster, Washington, D. C.

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War Department,
Office of the Quartermaster General,
Washington, D. C., March 7, 1911.

These regulations for the government and care of national cemeteries are published for the information and guidance of all concerned, and supersede all instructions heertofore issued. They will not be modified except by specific authority given in each case.

If a national cemetery is within an incorporated cemetery the regulations will govern except where they conflict with the regulations of the incorporated cemetery, in which case the latter will govern.

By authority of the Secretary of War.

J. B. Aleshire,
Quartermaster General, U. S. Army.

REGULATIONS FOR THE GOVERNMENT OF NATIONAL CEMETERIES.

GENERAL INSTRUCTIONS.

1. In official correspondence these regulations will be referred to as the National Cemetery Regulations (or the N. C. R.).

2. No entries, notations, or other references will be made in this book without instructions from the Quartermaster General; nor will any slips or memoranda be pinned or pasted to any of the leaves.

3. The national flag will be displayed from sunrise to sunset every day. The post flag will be used in pleasant weather and the storm flag in stormy and windy weather.

4. The entrance gates will be kept closed between sunset and sunrise.

5. Visitors will be allowed in the cemeteries only between sunrise and sunset. They will be required to be orderly and will not be permitted to throw paper or other litter on the grounds, or to cut, break, or injure any tree, shrub, or plant. Any person who persists in violating this rule, after being warned, will be ordered out, and if necessary ejected from the grounds. If ejection become necessary, only such force will be used as may be required and care will be taken to avoid undue violence.

6. The cemeteries will not be used as picnic grounds.

7. The taking of photographs of private monuments, or the sale of photographs, souvenirs, refreshments, etc., will not be permitted without authority of the Quartermaster General.

8. The speed of automobiles, bicycles, and other vehicles will be limited to 6 miles per hour.

9. Roadways within the inclosures will not be used as public highways for drayage purposes or general traffic.

10. Sight-seeing or other similar large automobiles or busses will not be permitted to enter any cemetery without authority of the Quartermaster General.

11. The gates will be closed over all carriageways if found necessary to do so in order to enforce the provisions of the three preceding paragraphs.

12. Should the roadways be seriously damaged by automobiles or other heavy vehicles, especially during wet weather, the fact will be reported to the office having supervision.

13. Attention is invited to the provisions of the following acts of Congress:

"Every person who wilfully destroys, mutilates, defaces, injures, or removes any monument, gravestone, or other structure, or who wilfully destroys, cuts, breaks, injures, or removes any tree, shrub, or plant within the limits of any national cemetery, shall be deemed guilty of a misdemeanor, punishable by a fine of not less than twenty-five dollars, and not more than one hundred, or by imprisonment for not less than fifteen days and not more than sixty. The superintendent in charge of any national cemetery is authorized to arrest forthwith any person engaged in committing any misdemeanor herein prohibited, and to bring such person before any United States commissioner or judge of any district or circuit court of the United States within any State or district where any of the cemeteries are situated, for the purpose of holding such person to answer for such misdemeanor, and then and there shall make complaint in due form." Approved February 22, 1867 (sec. 4881, Rev. Stat.).

"Whoever shall knowingly and unlawfully break, open, or destroy any gate, fence, hedge, or wall enclosing any lands of the United States which, in pursuance of any law, have been reserved or purchased by the United States for any public use; or whoever shall drive any cattle, horses, hogs, or other live stock upon any such lands for the purpose of destroying the grass or trees on said lands, or where they may destroy the said grass or trees; or whoever shall knowingly permit his cattle, horses, hogs, or other live stock to enter through any such enclosure upon any such lands of the United States, where such cattle, horses, hogs, or other live stock may or can destroy the grass or trees or other property of the United States on said lands, shall be fined not more than five hundred dollars, or imprisoned not more than one year, or both: *Provided*, That nothing in this section shall be construed to apply to unreserved public lands." Approved March 4, 1909.

14. At cemeteries where it is difficult to maintain order on occasions of public gatherings, such as Memorial days, etc., application will be made to the Quartermaster General for the necessary military or police protection. Such requests will be made, if practicable, not less than 30 days prior to the dates of such gatherings.

15. The cemeteries will be placed in the best possible condition prior to Memorial Days, and all assistance practicable will be rendered to patriotic organizations in carrying out the ceremonies appropriate to such occasions. Exclusive privileges for holding such services will not be granted to any organization, but equal rights will be extended to all. The

flag will be displayed at halfstaff. All graves will be decorated with the small flags provided therefor; additional flags for this purpose will be requested when needed. When Memorial Day falls on a Sunday, the ceremonies will be held on the following Monday.

16. Pedestrians will not be permitted to cross the grave sections in passing between points outside the inclosure; nor will the cemeteries be used as public highways.

17. The erection of telephone, telegraph, or electric-light poles, the running of wires, the laying of water or sewer pipes, or any other work of this nature by individuals or corporations, will not be permitted without authority of the Secretary of War.

18. When inspectors advise or suggest the doing of any work of the character referred to in paragraphs 56 and 66, superintendents will not carry out such advice or suggestion unless so instructed by the office having supervision.

SUPERINTENDENTS.

19. Superintendents will thoroughly familiarize themselves with these regulations. Failure to observe them will result in suspension or dismissal. When in doubt as to their interpretation, or as to the proper action to be taken in any matter not covered thereby, instructions will be requested of the office having supervision.

20. Superintendents are required to be temperate and moral in their habits and upright and honorable in their private transactions. They will be courteous to visitors, zealous and faithful in the discharge of their public duties, and will take a personal interest in maintaining the cemeteries in the best possible condition.

21. They will make frequent inspections of the entire cemetery, including roads, walks, grounds, approach roadway, etc., and will be held responsible for their condition and for failure to report matters requiring attention.

22. They are required to perform manual labor whenever necessary in connection with the care and maintenance of the cemeteries.

23. They will not accept tips from visitors, or remuneration for any services rendered in connection with burials, the erection of monuments, or other public work.

24. When work is being done under contract, superintendents, in the absence of a Government engineer or inspector, will make report of any matter with reference to the work which in their opinion should be brought to the attention of the office having supervision.

25. They will not be permitted to act as agents for, or in any manner in the interests of, contractors having charge of work pertaining to the cemetery.

26. They will not be provided with funds for any purpose, nor will they act as disbursing officers. All labor furnished and work performed at the cemeteries will be promptly reported to the office having supervision.

27. They are cautioned not to incur any liabilities without authority of the office having supervision, or to make any payments on account of the United States for services or supplies of any character, or for transportation charges on any articles purchased for use at the cemetery, except in cases of extraordinary emergency which will not admit of delay.

28. At the Mexico City National Cemetery payment for services and supplies will be made under special instructions of the Quartermaster General.

29. They will not engage in farming, gardening, or other private enterprises which would interfere with their duties incident to the care and maintenance of the cemeteries.

30. They will not give out any information likely to embarrass the department, such as exceptional action which has been taken in particular cases; or express any opinion regarding the policy of the department in the management of the cemetery; or suggest application for special privileges. This does not prohibit the answering of any inquiry as to the place of burial, grave number, or the giving of such other information as the public should properly receive. Visitors making inquiries on other subjects will be referred to the office having supervision.

31. Superintendents should feel free at all times to submit any suggestion or recommendation or to forward any request concerning the administration of the affairs of the cemetery. All communications of this nature will receive due consideration and such action taken as the circumstances may warrant. The consulting of parties not connected with the department in regard to the administration of the affairs of the cemetery, or the making of complaints to such outside parties of alleged inability to receive consideration at the hands of the department, or the soliciting of outside influence to bring about favorable consideration of matters pending before the department in which superintendents may be interested, will not be countenanced.

32. Application for leave of absence will be made to the office having supervision. When leave is authorized, superintendents will place the cemetery in charge of a competent and trustworthy person without additional expense to the Government. They will not absent themselves from the cemetery in attending to private affairs, except for brief periods, without authority of the office having supervision; and in all such cases the cemetery will be left in charge of a competent and trustworthy person.

33. They are subject to transfer from time to time as their fitness and the interests of the service may require. When

transfer is made in the interest of the service, they will be furnished transportation, and sleeping-car accommodations when necessary, for themselves, and transportation for their household effects and personal baggage not to exceed 4,000 pounds. All personal baggage in excess of 150 pounds must be crated and shipped as household effects, unless superintendents desire to pay the excess baggage rates thereon.

34. When superintendents are transferred to cemeteries of higher grade, their increased pay will begin from the date of arrival at and assuming charge of the new station, and payment will be made by the office having supervision of the cemetery to which ordered. When superintendents are transferred to cemeteries of lower grade their decreased pay will begin from the date on which relieved, and payment will be made by the office having supervision of the cemetery to which ordered.

35. When changing station they will make a complete inventory, in triplicate, of all Government property at the cemetery. This inventory will be checked and the property receipted for by the incoming superintendent. One copy of the inventory will be retained by each superintendent and one copy forwarded to the office having supervision.

36. When changing station they will see that their household effects and personal baggage are properly packed and correctly marked. Each box, crate, or package will be numbered and a list made giving the number of each box, crate, or package and the contents thereof. This list will be forwarded to the office having supervision in order that he may prepare a Government bill of lading to cover the shipment. Household effects should not be shipped on commercial bill of lading, as such action will render the superintendent liable for the transportation charges.

37. When changing station they will make the journey without unnecessary delay, and will report to the Quartermaster General the dates of their departure for and arrival at their new station.

38. Superintendents desiring change of station should submit request to the Quartermaster General stating the reasons therefor and the cemeteries, in the order of preference, to which transfer would be acceptable.

ASSISTANT SUPERINTENDENTS.

39. When assistant superintendents are appointed, they are assigned to the larger cemeteries for the purpose of obtaining a thorough knowledge of the duties of, and testing their mental and physical fitness for, the position of superintendent. The first six months of such service will constitute a probationary term, during which monthly reports as to their attendance, habits, and general efficiency will be made by the

superintendents to the office having supervision. Any insubordination or improper conduct will be promptly reported.

40. They will be required to be on duty at the cemetery during the usual hours of labor and to take a personal interest and an active part in the work. Any absence from duty will be promptly reported by superintendents with full explanation.

41. They will be required to perform ordinary manual labor in connection with the care and maintenance of the cemetery, and instructed in the use and care of tools and implements, in the care and cultivation of trees and plants, in the preparation of accounts and estimates, and in general correspondence and the keeping of cemetery records. These duties will be performed under the personal supervision of superintendents.

42. At the expiration of the probationary period, superintendents will submit to the office having supervision a final report on the general character and habits of the assistant superintendent and his mental and physical fitness to take charge of a cemetery.

43. Assistant superintendents will be granted the usual leave of absence with pay when the interests of the service will permit, on application to the Quartermaster General, through the superintendent and the office having supervision, stating their reasons for making the request.

EMPLOYEES.

44. Relatives of superintendents will not be employed without authority of the Quartermaster General in each case.

45. Minors will not be employed as laborers without authority of the Quartermaster General.

46. Women will not be employed except as domestics.

47. Cemetery employees will not be allowed to perform domestic duties for superintendents during the usual hours of labor, nor required to do so outside such hours.

48. Permanent employees—that is, those who are continuously employed—will not be hired or dismissed without authority of the office having supervision.

49. Temporary employees may be hired by the superintendent at the rates of pay and for the periods authorized by the office having supervision. They will be selected with due regard to their character and fitness for the work required of them.

50. Insubordination, inattention to duty, or unauthorized absence from duty of any permanent employee will be promptly reported by the superintendent with recommendation to the office having supervision.

51. Eight hours will constitute a day's work.

52. Employees will be instructed to protect the buildings, trees, plants, etc., from injury by visitors, but cautioned to avoid any discourtesies.

53. Employees will not be carried on the rolls under fictitious names or for periods when no work is performed by them.

54. The hire of labor or other services outside the regular working hours will not be permitted except when, in cases of emergency, it may become necessary in order to protect Government property from damage or destruction.

55. Compensation in excess of their regular pay will not be allowed employees for digging graves or for any other work performed during the regular working hours. Persons in charge of funerals must notify the superintendent in ample time to permit of the opening of the grave during the regular working hours.

BUILDINGS AND INCLOSURES.

56. No building, shed, or inclosure of any character will be constructed, remodeled, altered, extended, or torn down without authority of the Quartermaster General. The character of construction of any portion of any building or inclosure, such as substituting woodwork for plaster, etc., will not be changed without authority of the Quartermaster General.

57. The lodge, or any other building, will not be piped for gas or wired for electric lights without authority of the Quartermaster General. Where gas or electricity may be installed, the cost of illumination will be borne by the superintendent.

58. Superintendents will make frequent examinations, especially during the fall and winter, of all valleys, gutters, down spouts, etc., on the lodge and outbuildings, and keep them clear of leaves and rubbish of all kinds.

59. The lodge will be kept neat and in good order, and the office maintained in proper condition at all times to receive visitors.

60. The office will be used as the depository for public records and for receiving visitors, and not as a living room. It will be kept entirely free of household furniture other than that authorized for the office. War relics, guns, bayonets, shot, old uniforms, plants, etc., will not be kept in the office, nor will unauthorized signs, posters, mottoes, etc., be displayed therein.

61. The office door will be kept unlocked between the hours of sunrise and sunset. Visitors will be invited to enter the office, where they will be courteously received and made to feel that they are entering a room set apart especially for their accommodation and are not intruding upon the domestic affairs of the superintendent.

62. The lodge is intended for occupancy by the superintendent and his immediate dependent family. If his immediate dependent family consist of persons other than his wife and unmarried children, the fact will be reported to the Quar-

termaster General, with the names, ages and relationship of such persons and the reason why they are classed as part of his immediate dependent family.

63. Superintendents will not take boarders, or permit the lodge to be used as an office by professional men, nor will they allow any of the buildings to be used except for public purposes.

64. Superintendents will be permitted to entertain their relatives and friends at the lodge for a period of two weeks or less without reporting the fact. If their entertainment for a longer period than two weeks be desired, special request for such permission will be made to the Quartermaster General, with statement as to the number of persons it is desired to entertain and for what period.

PAINTING.

65. All painting will be done in the spring, so far as practicable, and will conform to the following:

Brick or Stone Lodge.—*Outside work:* Brickwork or stonework will not be painted; if already painted, it will be repainted dark red, but not penciled. Exposed concrete or plaster will not be painted. Woodwork of roof, window frames, sash, door frames, wooden sills, porches, columns, risers and sides of porch steps, outside of hanging gutters, down spouts, and frame of area way, white. Doors, blinds, and latticework under porches, bronze green. Slate roofs will not be painted. Tin roofs and inside of gutters, red. Shingle roofs: New shingles will be stained moss green; old shingles will not be painted, but if already painted they will be repainted moss green. Ceilings of porches, light blue. Floors of porches and treads of steps, dark gray. Bronze or copper screens will not be painted; if already painted, they will be repainted bronze green. *Inside work:* Woodwork finished in natural wood will be oiled or varnished. All other woodwork, except floors, steps, and risers, will be painted white. New floors, steps, and risers will be finished in natural wood, filled and oiled or varnished. Old floors, steps, and risers, if already painted, will be repainted dark gray; if not painted, they will not be painted. Old floors, steps, or risers which have not been painted may be stained walnut or mahogany when it is desired to use the bare floor, or when rugs or carpets cover only a portion thereof. Walls of office and kitchen will be calcimined light green, and ceilings light cream; walls and ceilings of other rooms will be papered. Plumbing work in kitchen, including sink and range boiler, will be painted in aluminum, except when nickel plated or brass. Basement walls and ceilings will be whitewashed, and steps left in natural wood.

FRAME LODGE.—*Outside work:* Sideboarding and lattice under porches, light gray. Cornices, corner boards, and water tables, white. Remainder same as specified for brick or stone lodge. *Inside work:* The same as specified for brick or stone lodge.

OUTBUILDINGS.—The same as specified for lodge of similar material.

The above does not apply to lodges and outbuildings at the Arlington and the Philadelphia National Cemeteries, where special instructions of the Quartermaster General will govern.

IRON ROSTRUM.—Brick foundation will not be painted; if already painted, it will be repainted dark red, but not penciled. Railing, columns, and structural ironwork, except under roof, black. Top of roof, red. Underside of roof, light blue.

BRICK ROSTRUM.—Brick walls and columns will not be painted; if already painted, they will be repainted dark red, but not penciled. If roofed, the top will be painted red, and the underside, including the rafters, light blue; if not roofed, the rafters will be painted white.

FRAME ROSTRUM.—Brick foundation will not be painted; if already painted, it will be repainted dark red, but not penciled. All woodwork, except top and underside of roof, white. Top of roof, red; underside, light blue. If not roofed, rafters will be painted white.

FLAGSTAFF.—Flagstaff and guy wires, white. Anchor rods to guy wires, black. Where flagstaff has ornamental-iron base, the base will be painted black. Wooden steps on flagstaff mound, dark gray. If steps are of brick, stone, or concrete they will not be painted or whitewashed.

ARBORS, WELL HOUSES, AND HYDRANTS.—Arbors, white. Well houses as specified for frame lodge. Ironwork and woodwork of windmill, light gray. Outside hydrants, black.

SETTEES AND VASES.—Settees, bronze green; vases, white.

TABLETS, SHOT, ETC.—Following is the standard formula for painting iron tablets, shot, cannon, and gun carriages: Add to lampblack sufficient turpentine to make a very thick paste, care being taken that no dry lampblack remains in the mixture; let stand over night, and thin with linseed oil to the required consistency. When ready for use add Japan varnish in the proportion of a half pint of varnish to a half gallon of the paint, and thoroughly stir the mixture before using.

The borders of tablets or the faces of letters (except on the Lincoln Memorial tablets) will not be painted with the above-described mixture, but will be painted with aluminum, care being taken to clearly outline the border and the faces of the letters. The border and the faces of the letters of the Lincoln Memorial tablets will be painted with copper-bronze paint. Tablets will be kept in the best possible condition at all times.

When the paint thereon becomes gummy it will be scraped or burned off, care being taken not to damage the letters, and the tablets repainted.

Bronze Shields.—The standard bronze shield showing the date of the establishment of the cemetery, etc., will not be painted; if already painted, it will be restored to its original condition.

Inclosures.—Iron fences, gates, and posts, black. Letters and shields, outlined with gold leaf. Brick or stone piers will not be painted; if already painted, they will be repainted to match wall or fence. Wooden fences, light gray.

DRIVES, WALKS, AND DRAINS.

66. Drives, walks, or drains will not be established, extended, or abolished, or the character or material of their construction changed, without authority of the Quartermaster General. Drives and walks which are not maintained as grass-covered drives and walks will be kept properly crowned, free from weeds or other growths, and properly defined by the alignment and trimming of the grass edges. Brick walks will be kept free from fungus or other growths.

67. Gutters, when paved, will be kept free from grass, weeds, leaves, or other obstructions. When not paved grass will be allowed to grow over them. Bermuda, or other strong-rooted creeping grasses, when kept closely cut, make excellent revetting for the gutters, and will be used wherever practicable. Outlets and culverts will be kept open, and catch basins, manholes, etc., frequently cleaned out.

68. Snow will be promptly removed from the walk between the main entrance and the lodge and from the walks in the immediate vicinity of the lodge.

LAWNS.

69. The grass will be cut often during the growing season. During a drought the grass will be cut less frequently and not so short, as cutting too close during a dry period is injurious. During a continued dry, hot period, when there is practically no growth, it is advisable to cease cutting. The length of the cut may be regulated by raising or lowering the bed knives of the mowers.

70. Coarse weeds will be kept down, and as far as practicable taken up by the roots.

71. Care will be taken to avoid injury to monuments or headstones when cutting the grass. Sickles or shears will be used in cutting the grass around the bases of monuments and headstones and along the edges of drives and walks which can not be reached with lawn mowers. Grass roots around the bases of monuments or headstones, or along the edges of

drives, walks, or gutters will not be dug up or pulled up to avoid trimming by hand.

72. A judicious and an economical treatment with well-rotted manure will be resorted to in order to maintain the lawns at a high standard. Where the soil is poor this work will be kept up by treating a portion of the cemetery every year. If the cemetery is adjacent to a military post arrangement should be made, if practicable, through the Quartermaster General, to utilize manure from the post stables.

73. A well-kept sward, graceful shade trees, pretty shrubs and evergreens are of greater importance and contribute more to the beauty of the cemetery than a promiscuous distribution of flower beds. A few flowers about the lodge and at one or more other prominent points are all that should be maintained, as the expense and attention required in the cultivation of a large number of flowers can be better utilized in the care of the lawns.

74. Ground moles will be exterminated by traps and other available means.

75. Flower beds will not be mounded, nor will mounds be made around any monument, flagstaff, or other structure in the cemetery. Where mounds already exist, they will not be leveled without authority of the Quartermaster General.

TREES, SHRUBS, ETC.

76. Superintendents will acquaint themselves with the proper mode of cultivating trees and shrubs, especially the kinds that thrive best in the locality of the cemetery.

77. Trees, shrubs, bushes, or vines will not be planted or removed, nor will any flower beds be established, altered, or abolished without authority of the Quartermaster General, or by special instructions of the landscape gardener of the Quartermaster's Department.

78. Transplanting should not be attempted in very hot or very dry weather. In the case of evergreens it should be done preferably during the spring in northern climates and during the fall in southern climates. A liberal amount of native soil should be removed with the plants and the roots disturbed as little as possible, special care being taken that they are not long exposed to the sun or wind and that the soil about them is well covered with leaves or mulch. The holes should be sufficiently large and deep to admit of a considerable quantity of rich subsoil being deposited therein before the plant is placed in position; but the plant should not be placed deeper in the earth than before its removal. The soil around them should be kept loosened and mulched (covered with straw or earth) as a protection from the sun, and the roots well watered in dry seasons. Frequent inspections will be made to prevent the accumulation of insects on the plants.

79. Any fruiting bushes or vines now on any grave sections, not planted wholly for ornamental purposes, will be immediately removed. Any large fruit trees now existing, or grape vines now being used as screens or for covering trellises, arbors, rostrums, etc., will be allowed to remain unless their removal is directed.

80. Trees and shrubs will be kept clear of dead, dying, or broken limbs and snags. When injured by storms the fact will be promptly reported to the office having supervision, the trees and shrubs so damaged immediately pruned, and all broken limbs removed. When a tree dies the fact will promptly be reported to the office having supervision and authority for its removal requested.

81. As a rule, evergreen trees and shrubs need little or no pruning. The removing of the lower limbs, branches, or foliage from this class of trees is strictly prohibited. When, in the opinion of superintendent, the lower branches of evergreens should be removed a report should be made to the Quartermaster General, stating what pruning is required and describing the location of the trees, and instructions awaited.

82. The trunks of deciduous trees will not be deprived of their lower limbs, unless directed by the Quartermaster General or the landscape gardener.

83. Mistletoe is injurious to trees and will not be permitted to grow thereon. Trees will also be kept clear of poison ivy.

84. Superintendents may remove such of the branches of bushes as may be necessary to give them the full benefit of light and air. This can be accomplished by pruning out some of the older branches or thinning out of some of the young shoots where they are too dense, cutting them close to the base of the plants.

85. When removing trees care will be taken to avoid injury to monuments, headstones, shrubs, or other trees. The stumps and large roots will be removed in each case and the ground leveled and properly seeded or sodded.

86. Ivy growing on the inside face of the inclosing wall will be kept trimmed on a line parallel with the lower edge of the coping. The ivy will not be allowed to bulge or form uneven or bulky masses on the face of the wall. Only one layer will be maintained, and all shoots or growths which project beyond such layer will be cut off twice a year, in the spring and in the latter part of the summer. Where ivy is grown, an open border, 12 to 16 inches wide, adjacent to and parallel with the inside face of the wall, will be maintained, the earth being frequently loosened and kept free from grass, weeds, dead leaves, etc.

87. Flowering vines, such as running roses, clematis, etc., may be grown on the porches of the lodges, on arbors, and on rostrums. Ivy or other nonflowering vines will not be grown on the lodges, outbuildings, or rostrums, except where

such growths already exist, in which case they will be allowed to remain unless otherwise directed by the Quartermaster General.

88. Flowers or other plants growing in boxes, tubs, pots, cans, or other receptacles will not be permitted without authority of the Quartermaster General. This does not apply to the interior of the lodge, except the office.

89. Brushwood, leaves, débris, or rubbish of any kind will not be burned in the vicinity of trees, evergreens, vines, shrubs, or lawns.

INTERMENTS AND DISINTERMENTS.

90. All officers, cadets, and enlisted men of the Army, Navy, Marine Corps, and Revenue-Cutter Service, and Army and Navy paymasters' clerks, who died in the Regular or Volunteer service of the United States, or who die after having been mustered out or honorably discharged, are entitled to burial in any national cemetery *free of cost*. The same rights will be accorded to Army nurses who are honorably discharged or pensioned. The presentation of the commission, warrant, or honorable discharge of the deceased officer, enlisted man, or Army nurse, or the letter of appointment of the deceased Army or Navy paymaster's clerk signed by the Secretary of War or Navy, as the case may be, is sufficient authority for the interment.

91. When an interment is made the date, grave number, and the name of the cemetery will be noted, in ink, on all discharges and pension certificates presented with the remains.

92. If the honorable discharge is not available as evidence of service, the interment may be made upon presentation of a pension certificate. If neither the honorable discharge nor a pension certificate can be produced, superintendents will communicate with the Quartermaster General, by telegraph if immediate burial is desired, for verification of the alleged service.

93. Service as an officer or as an enlisted man in the State militia or national guard, even though the decedent drew a pension on account of such service, does not entitle to interment in a national cemetery unless the organization was mustered into the service of the United States.

94. Telegraphers of the military establishment being civilian employees are not entitled to interment in a national cemetery.

95. Where a national cemetery is used for interments from nearby Army posts or stations, the superintendent will request from the post authorities a statement as to the service and the status of the decedent at the time of death, in order that the interment may be made in the proper section. When the statement of service shows the decedent to have been a general prisoner, a deserter, or a dishonorably discharged

man, interment will be made in that portion of the post section set apart for such class of burials. If there be no plot reserved for burials of this class, the interment will be made in a suitable location in the post section and the fact reported by letter to the Quartermaster General.

96. When the discharge or other papers indicate that the decedent served under an assumed name, or show evidence of erasures or alterations, request will be made on the Quartermaster General for verification of the alleged service.

97. The deceased wife of a commissioned officer of the Army, Navy, Marine Corps, and Revenue-Cutter Service of the United States Regular or Volunteer forces may be interred prior to the death of her husband upon presentation of his commission signed by the President. This applies also to the wife of a warrant officer of the Navy, provided such warrant be signed by the *President;* but does not apply to the wife of a warrant officer of the Revenue-Cutter Service, as such warrants are signed by the Secretary of the Treasury and the rank of these men is assimilative with that of a noncommissioned officer of the Army. The wife of an Army or Navy paymaster's clerk, upon presentation of his letter of appointment signed by the Secretary of War or Navy, is entitled to the same benefits. If the commission, warrant, or letter of appointment is not available, the superintendent will communicate with the Quartermaster General, by telegraph if immediate burial is desired, giving the name of the husband and the approximate dates of the alleged services for verification, and await instructions. A petty officer of the Navy being an enlisted man, his wife will not be interred in a national cemetery until after the burial therein of her husband, and then only in the same grave.

98. Upon the interment of any officer, or the wife of any officer, referred to in paragraph 97 of these regulations, the adjoining grave site, if desired, will be reserved for the surviving widow or officer, as the case may be, the reservations recorded in the burial register, and report thereof, made to the Quartermaster General. If there is an officers' section, the interment will be made therein; otherwise, in the general burial section. Reservations will not be made prior to the death of the officer or his wife unless authorized by the Quartermaster General. Petty officers of the Navy being enlisted men are not entitled to interment in an officers' section.

99. Burial sites will not be reserved for Army nurses, or for petty officers of the Navy, noncommissioned officers, or other enlisted men.

100. The wife of an enlisted man may be interred in a national cemetery, but only after the burial therein of her husband and in the *same grave.* This applies to the wives of enlisted men of the Army, Navy, and Marine Corps; to the wives of petty officers and those warrant officers of the Navy

whose warrants are signed by the Secretary of the Navy; and to the wives of enlisted men and warrant officers of the Revenue-Cutter Service whose warrants are signed by the Secretary of the Treasury, as they rank with noncommissioned officers of the Army. (The wives of warrant officers of the Navy whose warrants are signed by the *President* are entitled to burial as provided for in paragraph 97 of these regulations.) Superintendents are cautioned not to inter the remains of the widow of an enlisted man under promise that his remains will be removed to the cemetery at a later date for reinterment in the same grave.

101. The remains of the wife of a superintendent may be interred in the cemetery without first obtaining the authority of the Quartermaster General.

102. Interments will be confined to officers' sections, if any, and the prescribed limits of the regular burial sections. Flagstaff plots, margins of drives, walks or burial sections, or other choice or prominent places will not be used for interments without authority of the Quartermaster General.

103. Graves will be dug 5 feet deep for commissioned officers or their wives, or for unmarried enlisted men, and 7 feet deep for married enlisted men. Where rock is encountered, graves need not be dug 7 feet unless it is definitely known that the widow of the enlisted man is to be buried therein.

104. Where rock is encountered, two adjoining graves will be opened by blasting, and the openings protected by board covers made especially for such purpose and painted grass green. When an interment is made, the body will be placed in the first opened grave, and a new grave will then be blasted, thus leaving an open grave between the one in which the interment is made and the place where blasting is required. Only small charges will be used, great care being taken not to injure the adjoining graves. Where no rock is encountered, blasting will be discontinued until rock again appears. The distance between grave centers, or between the heads of graves, will not be changed because of blasting.

105. Interments will not be made, without authority of the Quartermaster General, between existing graves in old sections where sufficient space for new interments appears to be available due to a greater distance than 4 feet prevailing between grave centers in such sections.

106. When a disinterment is made the old grave site will be used as soon as practicable by making a new interment therein. Where one or more grave sites in an old section is vacant, due to the former occupancy of the space by a tree or some other obstruction, and it is desirable to use such space for burial purposes in order to complete the symmetry of the section, the matter will be reported to the Quartermaster General for instructions.

107. New burial sections will not be started until the old ones are completely filled. When the necessity for a new section arises the matter will be reported to the Quartermaster General for instructions.

108. When a new burial section is started the distance between the centers will be 4 feet and the distance between the heads of graves 8 feet. But in burial sections now being used the same distances which now exist between grave centers and between heads of graves will be maintained. If, for any reason, the distance of 4 feet between centers is impracticable, or if, in the opinion of the superintendent, such distance is undesirable, he will report the matter to the Quartermaster General and await instructions.

109. Special care will be taken that graves are on a line with one another so that the headstones will be in alignment, both laterally and longitudinally. Where headstones are out of alignment the matter will be immediately rectified.

110. When filling the graves the earth will be thoroughly tamped as it is thrown in and the graves carefully sodded. Graves will not be mounded. When the graves sink, as they ultimately will, they will be filled level with the ground. The turf will be removed in as large and regularly shaped pieces as practicable, so that it can be neatly replaced when the graves are filled. Sunken graves should be leveled in the early spring.

111. Temporary headboards, 2 feet long by 10 inches wide, extending 18 inches above ground, bearing the name, rank, and service of the decedent and the grave number, will be erected immediately after interments. Under no circumstances will the erection of temporary headboards be deferred. These headboards will remain until replaced by regulation headstones or private monuments. When headboards are taken from the graves the lettering will be at once obliterated and the headboards repainted white for use at other graves. A sufficient number of headboards will be kept on hand to meet requirements.

112. All work incident to interments will be done by the cemetery force. Superintendents will not permit any charge to be made or the acceptance of any fee in connection with interments.

113. Application for permission to disinter remains should be made by the nearest relative or the legal representative of the decedent to the Quartermaster General.

114. Interments will not be made on Sundays, Memorial Days, or legal holidays, unless circumstances render it necessary, in which case the burial will be made in the morning if practicable.

CALIFORNIA

MONUMENTS AND HEADSTONES.

115. The erection of mausoleums or sarcophagi will not be permitted.

116. The erection of private monuments, headstones, or footstones will not be permitted until both the proposed design and the inscription have been approved by the Quartermaster General.

117. Application for permission to erect private monuments, headstones, or footstones will be made in writing—by a relative of the decedent if practicable—and submitted to the Quartermaster General for approval. The application must be accompanied by a design of the proposed monument, showing its dimensions and stating the material of which it is to be made, together with an exact copy of the desired inscription.

118. Superintendents will see that monuments are erected in strict accordance with the approved designs and inscriptions, and that the foundations are constructed as specified in paragraph 121.

119. When a private monument is erected at a grave, any headstone or other marker extending above the ground which may have been placed prior to the erection of such private monument will be removed.

120. Inscriptions are restricted to the name, rank, and military or naval service of the decedent in accordance with the records of the War and Navy Departments; the places and the dates of birth and death; a brief biblical quotation or term of endearment, in English, not to exceed two lines; and, if desired, the name and the places and the dates of birth and death of the wife. Corps badges and insignia of civic organizations of a strictly military character (such as the Loyal Legion, the Grand Army of the Republic, etc.) will also be permitted when membership therein is established by proper records; but all references to civic societies, colleges, universities, university degrees, and all emblems or insignia of fraternal or other secret or civic societies, or other legends, insignia, badges, etc., not relating to the United States military or naval service, are prohibited.

121. Foundations for private monuments will be constructed of best quality material and in a thorough and workmanlike manner; they will be made the full size of the bottom bases of the monuments, and will not extend above the surface of the ground at any point. The excavation will be of sufficient depth to secure a solid foundation. The depth will depend upon the nature of the soil, but will not be less than 3 feet. The concrete will be composed of 1 part Portland cement, 2 parts sharp, clean sand, and 4 parts washed gravel or broken stone of a hard nature; the stone or gravel will be not larger than a 2-inch cube; the cement and sand will first be thor-

oughly mixed, then wetted to make a mortar, after which the stone or gravel will be added and the entire mixture turned, not less than four times, until each piece of stone or gravel is thoroughly coated with mortar. All concrete will be deposited as soon as mixed, and will be tamped until the moisture flushes to the surface.

122. All work in connection with the erection of private monuments will be done at private expense. Superintendents will see that parties erecting such monuments exercise special care to avoid injury to the grounds, trees, shrubbery, or other monuments.

123. Work on the erection of private monuments should be begun in ample time for completion and restoration of the grounds to their proper condition at least 10 days prior to Memorial Day. Superintendents will bring this matter to the attention of contractors having such work in charge.

124. Superintendents are cautioned against giving any information respecting interments which would give to one monument dealer an advantage over his competitors in securing contracts for the erection of private monuments. When relatives or friends have arranged with dealers for the erection of private monuments, such dealers will be given all information necessary to carry out the work.

125. When private monuments are not provided, Government headstones of the regulation pattern will be erected at the graves of officers and enlisted men entitled thereto, inscribed with the name, rank, and service of the decedent, and the number of the grave.

126. Monuments or headstones erected at individual graves will be set on the center line, at the head of the grave, with the inscription facing the grave, and in alignment, both laterally and longitudinally, with the headstones at the other graves in the vicinity. Government headstones will be set and maintained 18 inches above ground; and the blocks 6 inches above ground. Headstones will be reset and aligned when necessary, the work being done as far as practicable by the regular labor. The resetting and aligning of not less than 10 headstones per day, per man, should be required.

127. When one monument is to be erected on two burial sites (such as to an officer and his wife, or to two soldiers) it will be placed at the head of and midway between the two graves.

128. When a private monument is damaged, or when repairs or straightening are required, the fact will be reported to the Quartermaster General.

129. Markers (of iron or other material), such as are usually furnished by military or other organizations, will not be allowed on any lot or grave site.

130. *Headstones will be kept clean.*—In burial sections having little or no shade, the headstones should be cleaned at

least once in five years; in sections more or less shaded, at least once in three years; in sections densely shaded the headstones should be cleaned with sufficient frequency to keep them free from mold. The regular labor will be used for cleaning headstones, but will be so apportioned as not to interfere with the other work. The cleaning of not less than 50 headstones per day, per man, is considered a fair average and should be required. Palmetto-fiber scrubbing brushes and Sapolio will be used. Superintendents and assistant superintendents will assist in this work whenever practicable.

131. When headstones are so discolored that they can not be thoroughly cleaned with Sapolio, report will be made to the Quartermaster General for special instructions.

132. Acids will not be used for cleaning monuments or headstones without specific authority. They will not be painted, whitewashed, or kalsomined.

133. National, State, or private monuments will not be cleaned without authority of the Quartermaster General.

VASES, CHAIRS, PLANTS, ETC.

134. Imitation wreaths or flowers, or vases, urns, tubs, hanging baskets, or other fixtures intended for plants, or chairs, settees, or other obstructions will not be allowed on any lot or grave site. Such of these as have been placed thereon will be removed.

135. Natural wreaths, evergreens, cut flowers, or floral emblems may be placed upon the graves. These will be removed by the superintendent after a reasonable time.

136. A general ornamentation of the grounds appropriate to national cemeteries will be maintained, but the planting of trees, shrubs, vines, or other plants on any burial lot or grave site will not be permitted. Such of these as have been planted will be removed when they become winter killed or die from other causes. This applies also to plants at the bases of monuments, headstones, or markers. Parties erecting private monuments will be advised of this regulation with a view to having the foundations so constructed that they will not be exposed.

137. Relatives and friends will be cautioned that a violation of the provisions of paragraphs 134 and 136 will result in the removal of the obstructions, plants, etc., and superintendents will be governed accordingly.

REQUISITIONS.

138. All requisitions will be submitted to the office having supervision at the beginning of each quarter, except in cases of emergency, and will cover all requirements at the cemetery during the entire quarter.

139. Buildings, inclosures, flagstaffs, drains, etc., will be kept in proper condition. With this end in view superintendents will make careful and frequent inspections and submit to the office having supervision requisitions, with estimates of cost for such repairs as are needed, giving full explanation as to the nature and the necessity thereof. Failures to report needed repairs and improvements have subjected the department to embarrassment by its attention being called by inspecting officers to needed repairs and improvements which should have been attended to by superintendents as soon as required.

140. Requisitions for painting and papering will show when similar work was last done.

141. Supplies will not be purchased, or any repairs or improvements made, or any contracts entered into, except in cases of emergency, without first obtaining the authority of the office having supervision. When allotments are made for any particular purpose no supplies will be purchased or work done, other than originally authorized, without authority of the office having supervision.

PAY ROLLS, VOUCHERS, ETC.

142. Promptly on the last day of each month, superintendents will prepare and forward to the office having supervision certificates covering the services of the superintendent and the other employees during the month. Superintendents will certify, above their signatures, that the certificates are correct and that the services were rendered as stated.

143. Vouchers for supplies purchased or for services rendered will be prepared by the office having supervision. Bills, certified by the superintendents covering purchases or services, will be forwarded in duplicate to the office having supervision as early as practicable after the delivery of the supplies or the completion of the services.

144. At the Mexico City National Cemetery supplies and services will be procured in accordance with special instructions of the Quartermaster General.

TOOLS AND IMPLEMENTS.

145. At the close of each day, superintendents will see that all lawn mowers, tools, and other implements are placed under shelter, where they will be protected from the weather. The bearings of lawn mowers, vehicles, and implements will be kept well oiled, and the machines will be frequently examined for broken or work-out parts with a view to promptly replacing such parts when needed.

146. When lawn mowers are laid aside for the winter they will be closely inspected and requisition submitted for any

parts that should be replaced. When they are laid aside, cosmoline, or a heavy oil, will be applied to the blades and the other uncoated metal work, and the bearings thoroughly oiled, to prevent rusting during the winter.

147. Flags will not be laid away while damp.

148. Unserviceable or worn-out public property, including public animals, will not be disposed of except upon specific instructions. A list of such property will be submitted to the office having supervision at the close of each calendar year.

149. Discarded headstones will be listed with other unserviceable property. When discarded the inscriptions will be at once carefully obliterated with a cold chisel.

ALLOWANCES.

150. Following are the allowances of fuel, forage, furniture, etc., unless otherwise authorized by the Quartermaster General:

151. *Fuel.*—From May 1 to August 31, one-half cord of hard wood per month; from September 1 to April 30, one cord of hard wood per month. The equivalent in coal will be issued in lieu of wood when the conditions so require. An increase of one-fourth of the above allowance will be issued to cemeteries between the 36° and 43° north latitude; if at such cemeteries the mean temperature for 20 days of any calendar month is not above 20° F., an increase of one-third will be allowed. If at any cemetery the mean temperature is not above 10° F. for 20 days of any calendar month, an increase of one-half will be allowed, whatever the latitude of the place.

152. Fuel should be economically used so that it will suffice for the period for which issued. Any fuel purchased by superintendents, in addition to the authorized allowance, will be at their own expense.

153. Superintendents, when changing stations, will be required, at their own expense, to furnish their successors the equivalent of any Government fuel consumed in excess of the allowance for any period.

154. The allowance of fuel is made with a view to meeting the requirements of the respective cemeteries. If not used within the period designated, the excess does not become the property of the superintendent and will not be exchanged for groceries or other articles for his personal use.

155. The temperature of the office during cold weather will be maintained at approximately 70° F.

156. *Forage.*—The forage ration for a public horse is 14 pounds of hay and 12 pounds of oats, corn, or barley per day; for a public mule, 14 pounds of hay and 9 pounds of oats, corn, or barley per day. For each animal 3 pounds of bran may be issued in lieu of a similar quantity of grain. One

hundred pounds of straw per month is allowed for bedding for each public horse or mule. A judicious reduction of the forage ration should be made at cemeteries where grazing is practicable or when little labor is required of the public animals.

157. The allowance of forage, if not used within the period designated, does not become the property of the superintendent, and will not be used for private animals or fowl, or exchanged for groceries or other articles for the personal use of the superintendent.

158. *Office furniture.*—One office desk, one office table, one standing table for visitors' register, one bookcase, six office chairs, two inkstands, one rule, necessary stationery.

159. *Stoves.*—One heating stove with pipe, for office, except at lodges in which heating apparatus has been installed; one cook stove, with parts.

160. *Record books.*—One letters-received book, one letters-sent book, two index books, one book for recording disbursements, one burial register, one visitors' register. When these books are used up new ones will be at once requested to replace them, and the old books carefully preserved at the cemetery for future reference.

161. *Stationery (quarterly).*—Three quires letter paper, 3 quires foolscap paper, 3 sheets blotting paper, 150 official envelopes, 24 steel pens, 3 penholders, 6 lead pencils, the necessary black ink, red ink, and mucilage. Requisitions for so much of the allowance of stationery as may be needed will be submitted quarterly.

162. *Flags (annually).*—One post flag, two storm flags, and two halyards. Requisitions for flags and halyards will be submitted only as they are required. If circumstances require, requisitions will be submitted for extra flags and halyards.

163. *Shades and screens.*—Spring-roller shades of dark green color will be supplied for the windows, and wire screens for the doors and windows. The screens will be removed in the fall and stored where they will be protected from dampness.

164. *Toilet paper.*—A reasonable amount will be supplied each cemetery.

165. Requisitions for repairs to, or the renewal of, office furniture, stoves, or record books, will be accompanied by a statement of the condition of the articles to be repaired or renewed.

CORRESPONDENCE AND RECORDS.

166. Correspondence received or sent out will be at once properly noted in the letters-received or the letters-sent book, and carefully indexed. Official correspondence and papers which are to be retained at the cemetery will be carefuly filed,

so that they may be readily located when required. Official correspondence will be attended to without delay.

167. Correspondence will not be indexed under the name of the officer who signs the communication, or the office from which it is sent, but under the subject of the communication, cross-reference indexes being made when necessary. For example: (*a*) The office having supervision refers papers regarding the erection of a monument by the State of Pennsylvania; this should be indexed under "Pennsylvania" and a cross-reference index made under "Monument." (*b*) John Doe writes the superintendent to inquire regarding the erection of a monument at the grave of his father, or regarding the removal of the remains of his father; this should be indexed under the name of the writer and cross-reference indexes made under "Monument," or "Remains," and the name of the decedent, as the case may be. (*c*) An estimate is submitted by the superintendent, or a letter is written by the officer in charge, regarding certain repairs or supplies needed; this should be indexed under "Estimates" and cross-reference indexes made under the name of the building to be repaired or the kind of supplies required, as the case may be.

168. An official communication should refer to one subject only.

169. When replying or referring to a communication from the Quartermaster General or from the office having supervision, the record number on such communication should be given.

170. Letters of transmittal will not be used in forwarding periodical reports.

171. One full-sized sheet of letter paper (not foolscap) will be used for a communication requiring but a single page. When more than one page is required additional sheets of the same size will be used, numbered consecutively. Only one side of the paper will be written upon. Foolscap paper will not be used for correspondence except when letter-size paper is not on hand. When so used it will be cut to a length of 10½ inches.

172. Letter paper will be folded in three equal folds parallel with the writing. The left edge of the sheet, before it is folded, becomes the top of the sheet when it is folded for indorsements or for filing. The folds are numbered from left to right on the back of the sheet.

173. When a letter consists of more than one page, the back of the last sheet only will be used for indorsements. Indorsements will not be written upon the first fold, which is used exclusively for record numbers and a brief of the contents of the letter.

174. The first indorsement begins at the top of the second fold, the other indorsements being numbered consecutively and following in the order of their dates, on the successive

folds. Additional space for indorsements, when required, will be provided by using slips of the same length as, and three-fourths of an inch wider than, the third fold of the letter. The three-fourths-inch excess width of the slip will be pasted to the underside of the extreme right-hand edge of the third fold, and the slip turned back. The exposed portion of each slip, when thus attached, should be of the same length and width as the third fold of the sheet, turning back upon the preceding fold like the leaf of a book.

175. Communications from the Quartermaster General or from the office having supervision, requesting report or information on any subject, should be returned by indorsement. If the report called for is too lengthy to be incorporated in an indorsement, the report should be submitted as a separate paper and made an inclosure to the indorsement.

176. The usual words of salutation, such as "Dear Sir," etc., and the complimentary close, such as "Respectfully," etc., should be omitted from indorsements.

177. The number of inclosures, if any, should be noted on the face of the communication, below and to the left of the signature.

178. Communications should be addressed to the Quartermaster General, the Chief Quartermaster, or the Depot Quartermaster, as the case may be, and not in the name of the officer who may be in charge at the time. Communications which relate to the care and maintenance of the cemetery should be addressed to the Chief Quartermaster or to the Depot Quartermaster in charge of the cemetery. Communications intended for the Quartermaster General should be forwarded through the office having supervision, unless otherwise directed.

179. Following are the correct forms of an official letter and an official indorsement:

[Letter.]

NATIONAL CEMETERY,
Arlington, Va., January 2, 1911.

The DEPOT QUARTERMASTER, U. S. A.,
Washington, D. C.

SIR: In reply to your letter of the 28th ultimo (5502-9) you are informed that the water supply at this cemetery, which is obtained from Fort Myer, is adequate for all purposes and the quality of the water is excellent. Fire plugs are located at the points marked in red on the inclosed blueprint.

Respectfully,

——— ———,
Superintendent.

(One inclosure.)

[First indorsement.]

NATIONAL CEMETERY,
Beverly, N. J., January 2, 1911.

Respectfully returned to the Depot Quartermaster, Philadelphia, Pa.

The lodge at this cemetery is a standard, or Meigs plan, building, two stories in height, with a basement and a one-room annex. There are two living rooms and an office on the first floor, three bedrooms on the second floor, and three rooms in the basement. A steam-heating system and a bath have recently been installed and the building is now in first-class condition.

———— ————,
Superintendent.

(Two inclosures.)

180. Superintendents will not make erasures or alterations in original letters or reports when returned or referred to them inviting attention to errors or for the correction of burial records.

181. Memorandums or indorsements attached to papers will not be removed therefrom, nor will any inclosures be withheld, by superintendents when returning papers with reports or information called for by the Quartermaster General or by the office having supervision.

182. Superintendents will not rewrite the burial register nor make any changes in the existing methods of recording interments therein without authority of the Quartermaster General.

183. Running numbers are used to indicate the total number of burials that have been made in the cemetery to date. Care will be exercised not to confuse these numbers with grave numbers when recording interments in the burial register or when making reports relative to interments.

184. When a body is disinterred and a new burial is made in the vacant grave the new interment will be given the old grave number.

185. When recording interments in the burial register, or upon the reports of interments, the surname of the decedent will be written first, followed by a comma, the full Christian name, and the middle initial, if any.

186. In recording the interment of an officer or an enlisted man who served under an alias (assumed name), the fact will be noted on the burial record. If entries in the burial register are made in alphabetical order the interment will be entered under the proper letter of the decedent's true name as well as his assumed name, the fact that the decedent served under an alias being noted under each name.

187. When remains are buried or disinterred under special instructions of the Quartermaster General, the record number of the communication directing the same will be noted on the monthly interment report.

188. Interment reports will be forwarded direct to the Quartermaster General at the close of each month. These reports will be sent in whether interments or disinterments have been made or not.

189. The interment of a soldier's widow will be entered in the burial register in its regular order, the same as though the burial were that of a soldier. A cross notation will then be made in red ink against the entry of the husband's burial, as follows: "And his wife (giving her Christian name and the date of death)."

190. The card system will not be adopted for keeping burial or other records without authority of the Quartermaster General.

ANIMALS, FOWL, ETC.

191. Superintendents will give personal attention to keeping the public animals well shod, groomed, fed, and watered, and will see that they receive the proper allowance of hay and grain.

192. Public or private domestic animals will not be allowed to run loose or to be picketed within the inclosure. Corporations or individuals (other than the superintendent) will not be allowed to pasture or shelter any animals on the reservation.

193. Private horses, or other animals or fowl, will not be kept on the reservation without authority of the Quartermaster General. Application for such privilege should set forth the reasons for making the request. When the keeping of domestic animals or fowl is authorized, the conditions under which such permission is granted will be strictly observed. In no case will authority be granted to keep more than one private draft animal (horse or mule) or more than one cow, and when such authority is granted the public animals will not be deprived of the stable accommodations provided for them, or otherwise neglected.

194. The permission referred to in the preceding paragraph will apply only to the cemetery at which the superintendent is stationed when the privilege is granted. Should the superintendent, in case of transfer, desire similar privilege at his new station, separate request for such authority will be made upon the Quartermaster General. If similar privilege be desired by his successor, a separate application will be made.

GARDENING.

195. Plots, however small, will not be set apart within the inclosure for raising vegetables, etc. At certain cemeteries, in isolated locations, where a portion of the reservation is without the inclosure and where fresh vegetables can not readily be obtained, upon application to the Quartermaster General permission may be granted to maintain a small vegetable garden outside the inclosure. When such permission is granted, vegetables will be cultivated only for the use of the superintendent's family. The cemetery laborers will not be used for, or the work of the cemetery neglected in, cultivating the plot.

196. When a superintendent is transferred, the permission referred to in the preceding paragraph will not extend to his new station or to his successor. If such privilege be desired at his new station, or by his successor, a separate application will be made.

TELEPHONES.

197. Telephone service will not be permitted without authority of the Quartermaster General. The cost of installation, maintenance, and removal of telephones will not be borne by the Government except at cemeteries where the public interests require such service. When authorized, the superintendent will see that the telephone is installed without injuring the lodge, trees, etc. Except at cemeteries where telephone service is authorized at public expense, the superintendent, on change of station, will see that the service is discontinued and the telephone removed before his departure.

198. When a superintendent is transferred the permission referred to in the preceding paragraph will not extend to his new station or to his successor. If such privilege be desired at his new station or by his successor, a separate application will be made.

APPROACH ROADWAYS.

199. The superintendent will have charge of that portion of the Government approach roadway which does not lie within the corporate limits of a city, town, or village.

200. The superintendent will keep the approach roadway and the parking in good condition, the trees trimmed, and the gutters clear. He will promptly report to the office having supervision any slides that may occur or damage that may be done to culverts or drains, or any other needed repairs, giving an estimate of the cost of making the required repairs.

201. When allotments are made for repairing an approach roadway, no portion of such funds will be expended on any

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part of the roadway which lies within the corporate limits of a city, town, or village unless so directed by the office having supervision.

202. When the corporate limits of a city, town, or village are extended so as to take in any part of a Government approach roadway, or when the corporate limits are receded from so as to exclude any part of a Government approach roadway, the fact will be promptly reported to the Quartermaster General.

203. Refuse or other débris or obstructions will not be allowed on the roadway or in the gutters. Persons violating this rule will be required to remove the obstructions, and their failure to do so will be promptly reported to the office having supervision.

204. No crossings or approaches will be permitted to be constructed, or telegraph, telephone, or electric-light poles erected, or water or sewer pipes laid without authority of the Secretary of War. Superintendents will see that work of this nature is done in accordance with the conditions under which the authority therefor is granted.

205. Whenever authority is granted for the construction of a track along or across an approach roadway, the parties obtaining such privilege are required to maintain in proper repair the roadway between the tracks and for a certain distance on either side thereof. Likewise, whenever authority is granted for the construction of a crossing or an approach to a roadway from adjoining property, the parties obtaining such privilege are required to maintain in proper repair that portion of the roadway adjacent to such crossing or approach. If these requirements are not fully complied with, the superintendent will report the fact to the office having supervision.

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